

UNREPRESENTED EMPLOYEES BENEFITS HANDBOOK

This handbook is for use as a reference guide only. The contents here-in are not binding and may be changed at any time without prior notice.

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MISCELLANEOUS EXEMPT CLASSIFICATIONS

Executive Staff

Assistant City Manager

Chief Building Official

City Attorney

City Clerk

City Manager

Economic Development Manager

Financial Services Director

Human Resources Director

Information Services Director

Parks & Recreation Services Director

Planning & Neighborhood Services Director

Public Works Director/City Engineer

Unrepresented Staff

Assistant City Attorney

Assistant City Engineer

Assistant Director of Finance

Assistant Information Services Director

CIP Manager

Deputy City Attorney

Finance Manager

Planning Manager

Public Works Manager

Recreation Services Manager

MISCELLANEOUS EXEMPT CLASSIFICATIONS

VACATION LEAVE

Accruals:	<u>Years of Service</u>	<u>Annual Accruals</u>
	1 – 4	16 Days
	5 – 9	21 Days
	10 – 14	26 Days
	15 – 19	31 Days
	20 +	36 Days

Eligibility: All employees shall be entitled to paid annual vacation leave beginning at the end of the first six months of service with the City. However, vacation credits shall be accrued beginning with the date of initial employment.

Carryover: Maximum number of hours that can be carried over is 260. Accruals in excess of 260 hours at the end of the pay period that includes December 31 will be cashed out by Payroll.

Cash Out: Employee can elect to cash out up to 80 hours of accrued vacation time each fiscal year. Employee must have used at least one day of paid vacation.

MANAGEMENT INCENTIVE PAY – Executive Staff only

Accruals: Eligible employees will accrue 5 hours of Management Incentive Paid Leave for each full pay period worked.

Eligibility: All employees shall be eligible for Management Incentive Paid Leave as soon as the hours have been accrued. Prior approval must be received from the City Manager in order to utilize.

Carryover: Maximum number of hours that can be carried over is 260. Accruals in excess of 260 hours at the end of the pay period that includes December 31 will be removed by Payroll.

Cash Out: Employees cannot cash out these hours. Remaining balance will not be available for cash out during termination, resignation, or retirement.

MANAGEMENT LEAVE – Unrepresented Staff only

Accruals: Eligible employees will receive 40 hours of Management Leave added to their Floating Holiday Bank on pay period following December 31.

Employees appointed to an eligible classification mid-year will have the hours pro-rated based on date of hire or promotion.

Hours can be taken in any increments, a full 8-hour day is not required.

Eligibility: All employees shall be eligible for Management Leave beginning with their date of appointment. Prior approval must be received from the City Manager and/or Department Head in order to utilize.

Carryover: All hours must be used by the end of the pay period that includes December 31 or they will be removed by Payroll.

Cash Out: Employees cannot cash out these hours. Remaining balance will not be available for cash out during termination, resignation, or retirement.

MISCELLANEOUS EXEMPT CLASSIFICATIONS

SICK LEAVE:

- Accruals:** 12 work days annually
- Cash Out:** Employees hired before July 18, 1999, may elect to cash out a portion of their accrued sick leave each November. Payout shall be in accordance with appropriate pay out formulas. The maximum annual amount shall not exceed 50% of employees sick leave balance. Employees eligible for this benefit shall at all times maintain a sick leave balance of at least 240 hours.
- Pay Off:** Employees hired before July 18, 1999, separating in "good standing" as determined by the City Manager, may elect to cash in sick leave using this formula: $2.5\% \times \text{Yrs. of Service} \times \text{highest hourly rate} \times \text{sick leave hours accrued}$.
- Family Sick:** Each employee shall be allowed to use a maximum of eighty (80) hours of sick leave per calendar year for this purpose.
- Eligible family members include: mother, father, spouse, brother, sister, son/daughter, grandparents, or domestic partner, whether the immediate family member is of the employee's or spouse's family, including step or adopted relatives.
- Birth/Adoption: Refer to Types of Leave section.

HOLIDAYS:

- City Holidays:** January 1 (New Year's Day)
Third Monday in January (Observance of Martin Luther King's Birthday)
February 12 (President Lincoln's Birthday)
Third Monday in February (Observance of President's Day)
Last Monday in May (Observance of Memorial Day)
July 4 (Independence Day)
First Monday in September (Observance of Labor Day)
November 11 (Veteran's Day)
Thanksgiving Day
Day after Thanksgiving
Christmas Eve (to be observed last working day prior to Christmas)
Christmas Day
- Floating Holiday:** Each employee shall receive one "Floating Holiday" every calendar year. The Floating Holiday will become effective the first day of January or on the date of hire. Floating Holiday must be used during the calendar year accrued. Prior approval must be received in order to utilize the Floating Holiday.

TYPES OF LEAVES:

- All leaves must be approved.
- Compassionate:** City will provide up to 40 hours of paid leave in the event of the death of an eligible family member (as defined in Family Sick Leave).
- Military:** Paid military leave is provided for active and temporary duty in accordance with City policy and provisions of the State and Federal Laws.
- Jury Duty:** City provides paid time upon jury summons if called to duty.
- Unpaid Leave:** Unpaid personal leave is available upon approval of the City Manager.
- Workers' Comp:** First 80 hours of lost work time is covered at 100% pay. Next 240 hours at 80% pay.

MISCELLANEOUS EXEMPT CLASSIFICATIONS

Birth/Adoption: Each employee may use 14 days of accrued sick leave (without medical note) for birth or adoption of a child.

Family Medical: May take up to 12 weeks paid/unpaid family or medical leave within a 12 month period for the following: birth, adoption, or serious illness of a child; self, parent or spouse of an employee under FMLA or CFRA.

Available leave balances must be exhausted prior to leave without pay.

City will provide benefit coverage for all time paid/unpaid covered under FMLA or CFRA.

HEALTH BENEFITS:

Health Plans: The City provides CalPERS medical insurance. City-paid premium capped at the Kaiser rates for each level of coverage. Only active employees who have eligible dependents enrolled in the plan are eligible for City-paid premium above the single plan rate.

Health Plan Waiver: Employees who are covered as an eligible dependent under another health insurance plan may waive health coverage and receive a total of \$125 per month in lieu of medical plan coverage with appropriate documentation.

Dental Insurance: City provides a self-funded dental plan administered through Delta Dental with graduated benefits based on years of service, including preventative, routine, major, and orthodontia.

Vision Insurance: The City provides Medical Eye Services for eye examination, lenses, and frames.

Life Insurance: The City provides \$50,000 for full-time employees. Supplemental employee-paid life insurance is available up to \$500,000, based on carrier acceptance.

Short Term Disability: City provides a plan similar to State Disability Insurance coverage.

Long Term Disability: After first 60 days, coverage at 60% of base salary up to \$1,500/mo. Additional buy-up available.

Flexible Spending: Employees may elect to contribute pre-tax deductions for an IRS Section 125 plan for eligible medical expenses and child or elder care expenses.

Employee Assistance: The City provides 10 visits annually to a confidential employee assistance program.

Medicare: Both City and employee contribute, if hired after March 31, 1986.

MISCELLANEOUS PROGRAMS/BENEFITS:

Safety Equipment: The City provides appropriate safety equipment needed to perform the job. The employee is responsible for maintaining the equipment in good order.

Eyeglass Reimbursement: Reimbursement up to \$175 per fiscal year for eyeglasses and \$200 for bifocals when prescribed by a physician for use at a video display terminal, provided the glasses are not covered by health or vision plan.

Tuition & Training: City provides reimbursement for educational expenses (tuition and books) up to \$1400 per fiscal year. This can also cover work-related training costs outside of the department budget.

MISCELLANEOUS EXEMPT CLASSIFICATIONS

Mileage Reimbursement: Use of personal vehicle for City business will be reimbursed at the IRS established rate.

Fitness Program: Employees are offered free access to City-sponsored sports and fitness programs.

RETIREMENT PLANS:

PERS Retirement: 2.7% at 55 Retirement Plan including the highest final compensation amendment. (Employee pays 8% contribution rate)

PERS Enhancements: Military Service Buy-back (GC 21024)
PERS Credit for Unused Sick Leave (GC 20965)
Death Benefit (GC 21620)
Prior Service Credit (GC 20055)
1959 Survivor's Benefit (GC 21573)

Deferred Compensation: City contributes \$900 per year to deferred compensation account. Employees can defer additional amount up to IRS annual maximum.

RETIREMENT BENEFITS:

Eligibility for retiree benefits is based upon retirement from the PERS Retirement System.

Sick Leave Credit: Upon retiring with PERS, all employees are eligible for the PERS Credit for Unused Sick Leave provision (20965). Employees hired prior to July 18, 1999 may choose a payout (below) or Credit for Unused Sick Leave.

Sick Leave Payout: Employees hired before July 18, 1999, the City will pay the retiree or estate for unused accrued sick leave using this formula: 2.5% * Yrs. of Service * highest hourly rate * sick leave hours accrued.

Health Insurance: Employees hired before July 1, 1995 are eligible for City-paid medical premiums up to the single premium rate (at a rate no higher than any single plan paid for by the City for active employees), as long as the retiree maintains enrollment in one of the City's eligible health plans.

Employees hired after July 1, 1995, are eligible for City-paid medical premiums up to the single premium rate (at a rate no higher than any single plan paid for by the City for active employees), as long as the retiree maintains enrollment in one of the City's eligible health plans, based on the following schedule:

<u>Years of Service</u>	<u>% of Premium</u>
5 – 9	25%
10 – 14	50%
15 – 19	75%
20 +	100%

Dental Insurance: Benefits may be continued at the retiree's expense at 50% of the premium.

Vision Insurance: Benefits may be continued at the retiree's expense.

Spousal/Dependent: Benefits may be continued at the retiree's expense.

POLICE EXEMPT CLASSIFICATIONS

Executive Staff

Police Chief

Unrepresented Staff

Police Captain

Police Commander

POLICE EXEMPT CLASSIFICATIONS

VACATION LEAVE

Accruals:	<u>Years of Service</u>	<u>Annual Accruals</u>
	1 – 4	16 Days
	5 – 9	21 Days
	10 – 14	26 Days
	15 – 19	31 Days
	20 +	36 Days

Eligibility: All employees shall be entitled to paid annual vacation leave beginning at the end of the first six months of service with the City. However, vacation credits shall be accrued beginning with the date of initial employment.

Carryover: Maximum number of hours that can be carried over is 336 hours. Accruals in excess of 336 hours at the end of the pay period that includes December 31 will be cashed out by Payroll.

Cash Out: Employee can elect to cash out up to 80 hours of accrued vacation time each fiscal year. Employee must have used at least one day of paid vacation.

MANAGEMENT INCENTIVE PAY – Executive Staff only

Accruals: Eligible employees will accrue 5 hours of Management Incentive Paid Leave for each full pay period worked.

Eligibility: All employees shall be eligible for Management Incentive Paid Leave as soon as the hours have been accrued. Prior approval must be received from the City Manager in order to utilize.

Carryover: Maximum number of hours that can be carried over is 260. Accruals in excess of 260 hours at the end of the pay period that includes December 31 will be removed by Payroll.

Cash Out: Employees cannot cash out these hours. Remaining balance will not be available for cash out during termination, resignation, or retirement.

MANAGEMENT LEAVE – Unrepresented Staff only

Accruals: Eligible employees will receive 40 hours of Management Leave added to their Floating Holiday Bank on pay period following December 31.

Employees appointed to an eligible classification mid-year will have the hours pro-rated based on date of hire or promotion.

Hours can be taken in any increments, a full 8-hour day is not required.

Eligibility: All employees shall be eligible for Management Leave beginning with their date of appointment. Prior approval must be received from the City Manager and/or Department Head in order to utilize.

Carryover: All hours must be used by the end of the pay period that includes December 31 or they will be removed by Payroll.

Cash Out: Employees cannot cash out these hours. Remaining balance will not be available for cash out during termination, resignation, or retirement.

POLICE EXEMPT CLASSIFICATIONS

SICK LEAVE:

Accruals:	12 work days annually
Cash Out:	Employees <u>hired before July 18, 1999</u> , may elect to cash out a portion of their accrued sick leave each November. Payout shall be in accordance with appropriate pay out formulas. The maximum annual amount shall not exceed 50% of employees sick leave balance. Employees eligible for this benefit shall at all times maintain a sick leave balance of at least 240 hours.
Pay Off:	Employees <u>hired before July 18, 1999</u> , separating in "good standing" as determined by the City Manager, may elect to cash in sick leave using this formula: 2.5% * Yrs. of Service * highest hourly rate * sick leave hours accrued.
Family Sick:	<p>Up to 80 hours of sick leave may be used to care for an eligible family member per calendar year for this purpose.</p> <p>Eligible family members include: mother, father, spouse, brother, sister, son/daughter, grandparents, or domestic partner, whether the immediate family member is of the employee's or spouse's family, including step or adopted relatives.</p> <p>Birth/Adoption: Refer to Types of Leave section.</p>

HOLIDAYS:

City Holidays:	January 1 (New Year's Day) Third Monday in January (Observance of Martin Luther King's Birthday) February 12 (President Lincoln's Birthday) Third Monday in February (Observance of President's Day) Last Monday in May (Observance of Memorial Day) July 4 (Independence Day) First Monday in September (Observance of Labor Day) November 11 (Veteran's Day) Thanksgiving Day Day after Thanksgiving Christmas Eve (to be observed last working day prior to Christmas) Christmas Day
Floating Holiday:	Each employee shall receive one "Floating Holiday" every calendar year. The Floating Holiday will become effective the first day of January or on the date of hire. Floating Holiday must be used during the calendar year accrued. Prior approval must be received in order to utilize the Floating Holiday.

TYPES OF LEAVES:

	<u>All leaves must be approved.</u>
Compassionate:	City will provide up to 40 hours of paid leave in the event of the death of an eligible family member (as defined in Family Sick Leave).
Military:	Paid military leave is provided for active and temporary duty in accordance with City policy and provisions of the State and Federal Laws.
Jury Duty:	City provides paid time upon jury summons if called to duty.
Unpaid Leave:	Unpaid personal leave is available upon approval of the Chief or City Manager.
Workers' Comp:	Per Labor Code 4850 – up to one year paid leave.

POLICE EXEMPT CLASSIFICATIONS

Birth/Adoption: Each employee may use 15 days of accrued sick leave (without medical note) for birth or adoption of a child.

Family Medical: May take up to 12 weeks paid/unpaid family or medical leave within a 12 month period for the following: birth, adoption, or serious illness of a child; self, parent or spouse of an employee under FMLA or CFRA.

Available leave balances must be exhausted prior to leave without pay.

City will provide benefit coverage for all time paid/unpaid covered under FMLA or CFRA.

HEALTH BENEFITS:

Health Plans: The City provides CalPERS medical insurance. City-paid premium capped at the Kaiser rates for each level of coverage. Only active employees who have eligible dependents enrolled in the plan are eligible for City-paid premium above the single plan rate.

Health Plan Waiver: Employees who are covered as an eligible dependent under another health insurance plan may waive health coverage and receive a total of \$125 per month in lieu of medical plan coverage with appropriate documentation.

Dental Insurance: City provides Delta Dental.

Vision Insurance: The City provides Medical Eye Services for eye examination, lenses, and frames.

Life Insurance: \$50,000 for full-time employees. Supplemental employee-paid life insurance is available up to \$500,000, based on carrier acceptance.

Short Term Disability: Coverage provided through MPOA Trust Fund.

Long Term Disability: Coverage provided through California Law Enforcement Association (CLEA).

Flexible Spending: Employees may elect to contribute pre-tax deductions for an IRS Section 125 plan for eligible medical expenses, premiums, and child or elder care expenses.

Employee Assistance: The City provides 15 visits annually to a confidential employee assistance program.

Medicare: Both City and employee contribute, if hired after March 31, 1986.

MISCELLANEOUS PROGRAMS/BENEFITS:

Safety Equipment: The City provides appropriate safety equipment needed to perform the job. The employee is responsible for maintaining the equipment in good order.

Eyeglass Reimbursement: Reimbursement up to \$175 per fiscal year for eyeglasses and \$200 for bifocals when prescribed by a physician for use at a video display terminal, provided the glasses are not covered by health or vision plan first.

Tuition & Training: City provides reimbursement for educational expenses (tuition and books) up to \$1400 per fiscal year. This can also cover work-related training costs outside of the department budget.

Mileage Reimbursement: Use of personal vehicle for City business will be reimbursed at the IRS established rate.

POLICE EXEMPT CLASSIFICATIONS

Fitness Program:	Employees are offered free access to City-sponsored sports and fitness programs.
Uniform Allowance:	\$1350 annually to be paid on a bi-weekly basis.
Trust Fund:	City contributes \$50 per month to the MPOA Trust Fund for spousal/dependent coverage and Short Term Disability coverage.

RETIREMENT PLANS:

PERS Retirement:	3% at 50 Retirement Plan including the highest final compensation amendment. (Employee pays 9% contribution rate)
PERS Enhancements:	Military Service Buy-back (GC 21024) PERS Credit for Unused Sick Leave (GC 20965) Death Benefit (GC 21620) Prior Service Credit (GC 20055) 1959 Survivor's Benefit (GC 21573) Non-Industrial Disability Plan (GC 21427)
Deferred Compensation:	City contributes \$900 per year to deferred compensation account. Employees can defer additional amount up to IRS annual maximum.

RETIREMENT BENEFITS:

Eligibility for retiree benefits is based upon retirement from the PERS Retirement System.

Sick Leave Credit:	Upon retiring with PERS, all employees are eligible for the PERS Credit for Unused Sick Leave provision (20965). Employees hired prior to July 18, 1999 may choose a payout (below) or Credit for Unused Sick Leave.
Sick Leave Payout:	Employees <u>hired before July 18, 1999</u> , the City will pay the retiree or estate for unused accrued sick leave using this formula: 2.5% * Yrs. of Service * highest hourly rate * sick leave hours accrued.
Health Insurance:	Employees <u>hired before July 1, 1995</u> are eligible for City-paid medical premiums up to the single premium rate (at a rate no higher than any single plan paid for by the City for active employees), as long as the retiree maintains enrollment in one of the City's eligible health plans. Employees <u>hired after July 1, 1995</u> , are eligible for City-paid medical premiums up to the single premium rate (at a rate no higher than any single plan paid for by the City for active employees), as long as the retiree maintains enrollment in one of the City's eligible health plans, subject to the following provisions:

<u>Years of Service</u>	<u>% of Premium</u>
5 – 9	25%
10 – 14	50%
15 – 19	75%
20 +	100%

Employees hired before January 1, 1996 and retired after July 1, 2003, the City agrees to contribute up to 15% more than the cap on the City's single, medical premium contribution for active employees (hereafter, "retiree cap amount), so long as the retiree is enrolled in an eligible health plan.

POLICE EXEMPT CLASSIFICATIONS

For permanent employees hired on or after January 1, 1996, the City agrees to contribute up to the following percentages of the “retiree cap amount” so long as the retiree is enrolled in an eligible health plan:

- a) Upon PERS retirement, the City shall pay up to a maximum of 25% of the “retiree cap amount” on behalf of employees who completed less than nine full years of service, so long as the retiree remains in one of the eligible health care plans. [Example: If the current employee cap is \$210, the cap for a retiree with less than nine full years of service is \$60.38 $[(\$210 + 15\%) \times 25\% = \$60.38]$.]
- b) Upon PERS retirement, the City shall pay up to a maximum of 50% of the “retiree cap amount” on behalf of employees who completed nine full years of service but less than fourteen full years of service, so long as the retiree remains in one of the eligible health care plans. [Example: Use formula in “a” above using 50%.]
- c) Upon PERS retirement, the City shall pay up to a maximum of 75% of the “retiree cap amount” on behalf of employees who completed fourteen full years of service but less than nineteen full years of service, so long as the retiree remains in one of the eligible health care plans. [Example: Use formula in “a” above using 75%.]
- d) Upon PERS retirement, the City shall pay up to a maximum of 100% of the “retiree cap amount” on behalf of employees who completed nineteen full years of service, so long as the retiree remains in one of the eligible health care plans.

Dental Insurance: Benefits may be continued at the retiree’s expense. (Contact MPOA for details)

Vision Insurance: Benefits may be continued at the retiree’s expense. (Contact MPOA for details)

Spousal/Dependent: City contributes 1% of payroll plus benefits to a Police Command Fund to assist in paying for spousal/dependent medical premiums. If the fund is depleted, then the retiree is responsible for the remaining cost.

Employees hired before January 1, 1996 and retired after July 1, 2003, 100% of the premium is paid out of funds available, for permanent Police Command.

Employees hired on or after January 1, 1996 and retired after July 1, 2003, who have at least 5 years of full-time or equivalent service with the City:

<u>Years of Service</u>	<u>% of Premium</u>
5 – 9	25%
10 – 14	50%
15 – 19	75%
20 +	100%

Safety Equipment: Upon retirement, the city shall give a command officer his/her service weapon and holsters without charge if either (1) the Milpitas Police Chief endorses an identification certificate approving the officer carrying a concealed and loaded firearm or (2) a hearing board determines that, under Penal Code section 12027.1, at the time the officer retired from the Milpitas Police Department, the employee had a right to a certificate permitting the carrying of a concealed and loaded firearm.

FIRE EXEMPT CLASSIFICATIONS

Executive Staff

Fire Chief

Unrepresented Staff

Assistant Fire Chief

Assistant Fire Marshal

Fire Battalion Chief

Fire Marshal

FIRE EXEMPT CLASSIFICATIONS

VACATION LEAVE

Accruals:	40-Hour Schedule		56-Hour Schedule	
	<u>Years of Service</u>	<u>Annual Accruals</u>	<u>Annual Accruals</u>	
	1 – 4	16 Days	5 Shifts	
	5 – 9	21 Days	7 Shifts	
	10 – 14	26 Days	9 Shifts	
	15 – 19	31 Days	10 Shifts	
	20 +	36 Days	12 Shifts	

Eligibility: All employees shall be entitled to paid annual vacation leave beginning at the end of the first six months of service with the City. However, vacation credits shall be accrued beginning with the date of initial employment.

Carryover: Maximum number of hours that can be carried over is 260 hours if working a 40-hour schedule or 480 hours if working a 56-Hour schedule. Accruals in excess of 260 hours for a 40-hour schedule or 480 hours for a 56-hour schedule at the end of the pay period that includes December 31 will be cashed out by Payroll.

Cash Out: Employees can elect to cash out up to 80 hours of accrued vacation time if working a 40-hour schedule or 112 hours if working a 56-Hour schedule each fiscal year. Employee must have used at least one day of paid vacation.

MANAGEMENT INCENTIVE PAY – Executive Staff only

Accruals: Eligible employees will accrue 5 hours of Management Incentive Paid Leave for each full pay period worked.

Eligibility: All employees shall be eligible for Management Incentive Paid Leave as soon as the hours have been accrued. Prior approval from the City Manager is required.

Carryover: Maximum number of hours that can be carried over is 260. Accruals in excess of 260 hours at the end of the pay period that includes December 31 will be removed by Payroll.

Cash Out: Employees cannot cash out these hours. Remaining balance will not be available for cash out during termination, resignation, or retirement.

MANAGEMENT LEAVE – Fire Marshal, Asst. Fire Marshal, 40-Hour BC & Asst. Fire Chief Only

Accruals: Eligible employees will receive 40 hours of Management Leave added to their Floating Holiday Bank on pay period following December 31.

Employees appointed to an eligible classification mid-year will have the hours pro-rated based on date of hire or promotion.

Hours can be taken in any increments; a full 8-hour day is not required.

Eligibility: All employees in classifications listed above shall be eligible for Management Leave beginning with their date of appointment. Prior approval must be received from the City Manager and/or Department Head in order to utilize.

Carryover: All hours must be used by the end of the pay period that includes December 31 or they will be removed by Payroll.

FIRE EXEMPT CLASSIFICATIONS

Cash Out: Employees cannot cash out these hours. Remaining balance will not be available for cash out during termination, resignation, or retirement.

Transfer between BCs: Employees transferred from a 56-hour Battalion Chief position to a 40-hour Battalion Chief position on a **permanent basis** will be eligible for the 40-hours of Management Leave pro-rated from date of transfer.

Employees transferred from a 56-hour Battalion Chief position to a 40-hour Battalion Chief position on a **temporary basis (less than 1 year)** will not be eligible for the 40-hours of Management Leave.

Employees transferred from a 40-hour Battalion Chief position to a 56-hour Battalion Chief position on a **temporary basis (less than 1 year)** will not lose the 40-hours of Management Leave and there is no conversion for hours taken while working a 56-hour schedule.

SICK LEAVE:

Accruals: 12 work days annually

Cash Out: Each January, an employee with 5 years of service may elect to cash out a portion of their sick leave based on the appropriate Sick Leave Pay-Off formula, with a maximum of 50% of accruals leave a minimum balance of 240 hours.

Pay Off: Employees hired after January 1, 1995 with 5 years of service, separating in "good standing" as determined by the City Manager, may elect to cash in sick leave using this formula:

<u>Years of Service</u>	<u>Pay Off Formula</u>
5 – 9	0.25%/year * hourly rate * accrued sick leave
10 – 14	0.50%/year * hourly rate * accrued sick leave
15 – 19	0.75%/year * hourly rate * accrued sick leave
20 +	1.00%/year * hourly rate * accrued sick leave

Family Sick: Each employee shall be allowed to use a maximum of eighty (80) hours of sick leave per calendar year for this purpose.

Eligible family members include: mother, father, spouse, brother, sister, son/daughter, grandparents, or domestic partner, whether the immediate family member is of the employee's or spouse's family, including step or adopted relatives.

Birth/Adoption: Refer to Types of Leave section.

HOLIDAYS:

City Holidays:

40-Hour Schedule

January 1 (New Year's Day)

Third Monday in January (Observance of Martin Luther King's Birthday)

February 12 (President Lincoln's Birthday)

Third Monday in February (Observance of President's Day)

Last Monday in May (Observance of Memorial Day)

July 4 (Independence Day)

First Monday in September (Observance of Labor Day)

November 11 (Veteran's Day)

Thanksgiving Day

Day after Thanksgiving

FIRE EXEMPT CLASSIFICATIONS

Christmas Eve (to be observed last working day prior to Christmas)
Christmas Day

Floating Holiday: Battalion Chief working a 40-hour schedule, shall receive one "Floating Holiday" every calendar year. The Floating Holiday will become effective the first day of January or on the date of hire. Floating Holiday must be used during the calendar year accrued. Prior approval must be received in order to utilize the Floating Holiday.

Holiday-in-Lieu: Battalion Chiefs working a 56-hour schedule will receive 6% of base pay for working holidays.

EOC Response Pay Battalion Chief working a 40-hour schedule will receive 6% of base pay for EOC Response Differential Pay.

TYPES OF LEAVES: All leaves must be approved.

Compassionate: City will provide up to 40 hours of paid leave, for employees working a 40-hour schedule, in the event of the death of a family member (as defined in Family Sick Leave). Employees working a 56-hour schedule will receive 56-hours of paid leave.

Military: Paid military leave is provided for active and temporary duty in accordance with City policy and provisions of the State and Federal Laws.

Jury Duty: City provides paid time upon jury summons if called to duty.

Unpaid Leave: Unpaid personal leave is available upon approval of the Chief or City Manager.

Workers' Comp: Per Labor Code 4850 – up to one year paid leave.

Birth/Adoption: Each employee may use 14 days of accrued sick leave (without medical note) for birth or adoption of a child.

Family Medical: May take up to 12 weeks paid/unpaid family or medical leave within a 12 month period for the following: birth, adoption, or serious illness of a child; self, parent or spouse of an employee under FMLA or CFRA.

Available leave balances must be exhausted prior to leave without pay.

City will provide benefit coverage for all time paid/unpaid covered under FMLA or CFRA.

HEALTH BENEFITS:

Health Plans: The City provides CalPERS medical insurance. City-paid premium capped at the Kaiser rates for each level of coverage. Only active employees who have eligible dependents enrolled in the plan are eligible for City-paid premium above the single plan rate.

Health Plan Waiver: Employees who are covered as an eligible dependent under another health insurance plan may waive health coverage and receive a total of \$125 per month in lieu of medical plan coverage with appropriate documentation.

Dental Insurance: City provides \$150/month per employee to the IAFF Dental Fund.

Vision Insurance: The City provides Medical Eye Services for eye examination, lenses, and frames.

FIRE EXEMPT CLASSIFICATIONS

Life Insurance:	\$50,000 for full-time employees. Supplemental employee-paid life insurance is available up to \$500,000, based on carrier acceptance.
Long Term Disability:	Coverage provided through California Association of Professional Firefighters (CAPFF).
Flexible Spending:	Employees may elect to contribute pre-tax deductions for an IRS Section 125 plan for eligible medical expenses, premiums, and child or elder care expenses.
Employee Assistance:	The City provides 15 visits annually to a confidential employee assistance program.
Medicare:	Both City and employee contribute, if hired after March 31, 1986.

MISCELLANEOUS PROGRAMS/BENEFITS:

Safety Equipment:	The City provides appropriate safety equipment needed to perform the job. The employee is responsible for maintaining the equipment in good order.
Eyeglass Reimbursement:	Reimbursement up to \$175 per fiscal year for eyeglasses and \$200 for bifocals when prescribed by a physician for use at a video display terminal, provided the glasses are not covered by health or vision plan first.
Tuition & Training:	City provides reimbursement for educational expenses (tuition and books) up to \$1400 per fiscal year. This can also cover work-related training costs outside of the department budget.
Mileage Reimbursement:	Use of personal vehicle for City business will be reimbursed at the IRS established rate.
Fitness Program:	Employees are offered free access to City-sponsored sports and fitness programs.
Uniform Allowance:	\$1000 annually to be paid on a bi-weekly basis and one pair of safety shoes every two years.

RETIREMENT PLANS:

PERS Retirement:	3% at 50 Retirement Plan including the highest final compensation amendment. (Employee pays 9% contribution rate)
PERS Enhancements:	Military Service Buy-back (GC 21024) PERS Credit for Unused Sick Leave (GC 20965) Death Benefit (GC 21620) Prior Service Credit (GC 20055) 1959 Survivor's Benefit (GC 21573)
Deferred Compensation:	City contributes \$900 per year to deferred compensation account. Employees can defer additional amount up to IRS annual maximum.

RETIREMENT BENEFITS:

Eligibility for retiree benefits is based upon retirement from the PERS Retirement System.

Sick Leave Credit:	Upon retiring with PERS, all employees are eligible for the PERS Credit for Unused Sick Leave provision (20965). Employees hired prior to July 18, 1999 may choose a payout (below) or Credit for Unused Sick Leave.
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FIRE EXEMPT CLASSIFICATIONS

Sick Leave Payout: Employees hired before July 18, 1999, the City will pay the retiree or estate for unused accrued sick leave using this formula: $2.5\% * \text{Yrs. of Service} * \text{highest hourly rate} * \text{sick leave hours accrued}$.

Health Insurance: Employees hired before July 1, 1995 are eligible for City-paid medical premiums up to the single premium rate (at a rate no higher than any single plan paid for by the City for active employees), as long as the retiree maintains enrollment in one of the City's eligible health plans.

Employees hired after July 1, 1995, are eligible for City-paid medical premiums up to the single premium rate (at a rate no higher than any single plan paid for by the City for active employees), as long as the retiree maintains enrollment in one of the City's eligible health plans, subject to the following provisions:

<u>Years of Service</u>	<u>% of Premium</u>
5 – 9	25%
10 – 14	50%
15 – 19	75%
20 +	100%

Dental Insurance: Benefits may be continued at the retiree's expense.

Vision Insurance: Benefits may be continued at the retiree's expense.

Spousal/Dependent: City contributes 1% of payroll plus benefits to a Fire Command Staff Fund to assist in paying for spousal/dependent medical premiums. If the fund is depleted, then the retiree is responsible for the remaining cost.

Employees hired before January 1, 1996 and retired after November 27, 2007, 100% of the premium is paid out of funds available, for permanent Fire Command.

Employees hired on or after January 1, 1996 and retired after November 27, 2007, who have at least 5 years of full-time or equivalent service with the City:

<u>Years of Service</u>	<u>% of Premium</u>
5 – 9	25%
10 – 14	50%
15 – 19	75%
20 +	100%

* Fire Chief not eligible for Spousal/Dependent coverage under the 1% Fund.